**Sample Graduate School Letter of Intent**

[Name of person sending the letter]

[Full address of individual sending the letter]

[Contact telephone number]

[Date]

[Full address of the educational institution that you intend to send the letter to]

[Subject of the letter]

Dear Admissions Officer,

I am writing this letter to express my desire to enroll in the [insert name of graduate program] at [insert name of school]. I believe that I have the necessary experience, skills, and abilities for me to get the most out of this program and prosper as a [job title]. The facilities, program, quality of teaching and high standards present at [name of school] have made me want to steer my educational path towards the direction on the school in order for me to gain the fundamental knowledge required to have a successful career.

I graduated from [name of organization where you obtained your bachelors] with a [obtained degree] in [year]. The course I studied focused heavily on [summarize the main aims of the course]. This demonstrates my [the main, obvious useful skills obtained], which would be extremely useful in [name of program you want to enroll at]. Furthermore, I also developed [list of transferable skills that may not seem so obvious] which would be perfect to use in [instances when these skills would be useful for your chosen program]. I have attached my academic reference from [name of professor] which confirms my academic success and competence as a student.

During the time I was studying my undergraduate course, I successfully obtained a job working as a [job title] at [name of company]. This demonstrates my desire and hunger to learn more about the field of [field of graduate program] where I gained an insight and valuable experience into [relevant things you learned]. This only confirmed my interest in this field. I am certain that with the education, experience and genuine interest in the field, that I would a perfect candidate to study [name of program], one that [name of school] can take pride in.

I sincerely hope that you will consider my application to commence studies [semester and year]. Please do not hesitate to get in touch with me if any further documentation or information is required.

Respectfully,

[Signature]

[Printed full name]